



## Horsforth Town Council

Mechanics Institute  
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To Members of the Staffing and Employment Committee

You are summonsed to attend a **meeting of the Staffing and Employment Committee** on Monday 9<sup>th</sup> January 2023 at 7pm to be held at the Town Council Office, Mechanics Institute, Town Street, Horsforth for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

B Crabtree  
Town Clerk  
05/01/2022

### Agenda

1. **To receive apologies and consider reasons for absence.**
2. **Declaration of Disclosable Pecuniary and other Interests**
3. **To consider questions and comments from members of the public at the Chairman's discretion.**  
Members of the Public are reminded that this is their opportunity to speak to the Meeting on any topic relevant to the work of the Committee. However, they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.
4. **Minutes of the previous meeting**  
To confirm and accept the minutes of the Staffing and Employment Committee held on 8<sup>th</sup> December 2022. See Agenda Pack.
5. **Exclusion of press and public**  
In view of the confidential nature of the business about to be transacted at item 6 to consider temporarily excluding the press and public and that they be asked to withdraw from the meeting.
6. **Recruitment**
  - 6.1. To consider applications and shortlist for interview;
  - 6.2. To consider membership of the interview panel;
  - 6.3. To consider the interview process and questions
7. **Staffing Matters**  
To consider the following matters and agree any necessary action:
  - 7.1 Appraisal process
  - 7.2 KPIs for staff
  - 7.3 Monthly meetings - staff members

- 7.4 Probation process for new staff
- 7.5 Training standards for staff
- 7.6 Induction for staff
- 7.7 Staffing policies and procedures

**8. To confirm the date of the next meeting**

*Distribution: D Collins, S Dowling, K Firth, J Garvani, R Hardcastle, R Jones, T Stones, M Townsley*